

Documenting a Service

Introduction


When documenting the use of a service, it is important to make the distinction between documenting it as a placement (Out of Home Placement page) versus documenting it as a service (Service page).

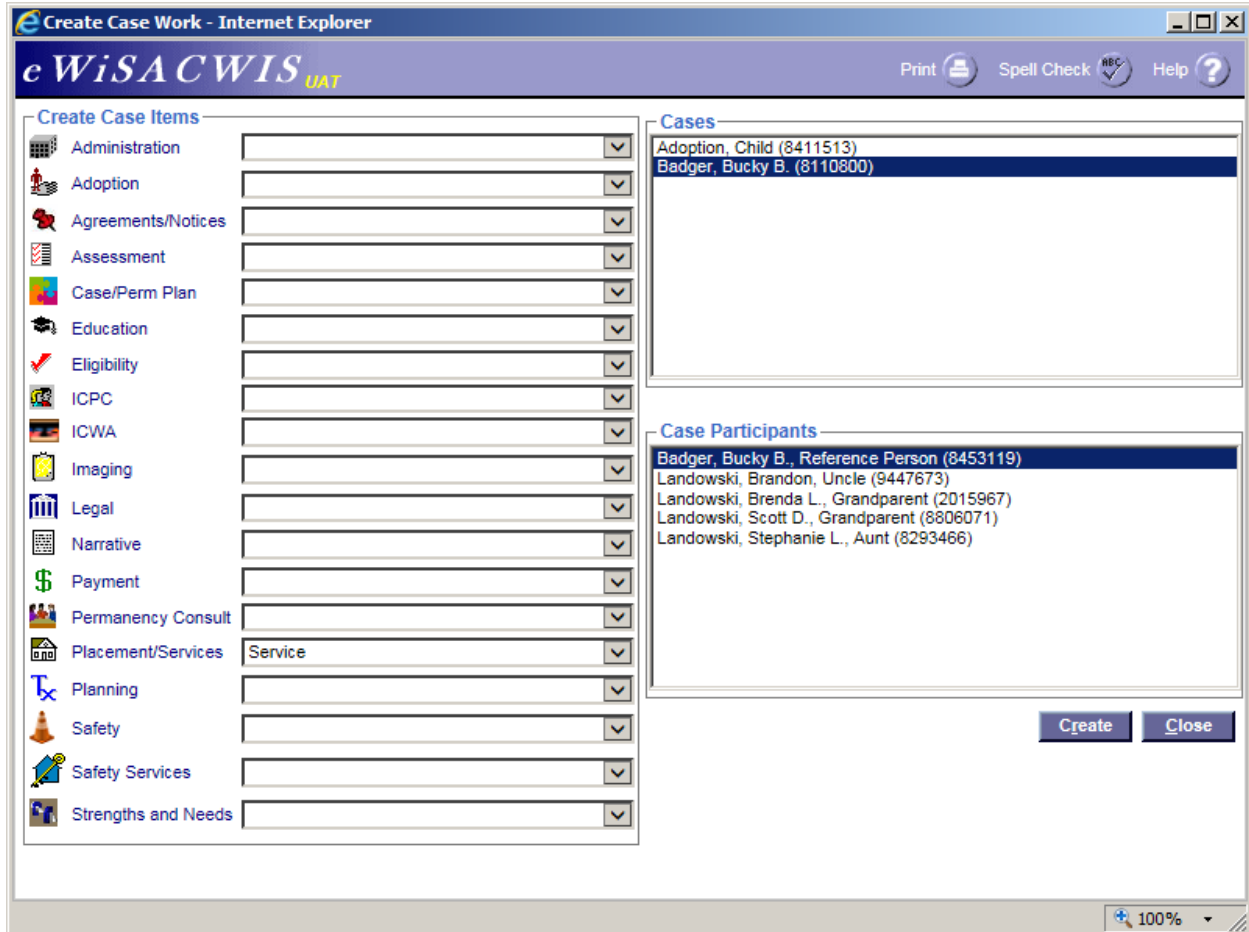
The use of a Service for a placement is not subject to Title IV-E eligibility and practice requirements or AFCARS reporting requirements. For example, a child goes from his home into a secure detention facility as part of a sanction and then returns home, this is considered a service that was provided to the family. This situation would be documented on the Service page.

However, if the child goes to the secure detention facility and then moves directly from that facility to a licensed placement facility, the original placement into the secure detention facility was the first placement setting in the child's placement episode and thus, must be documented as an Out of Home Placement.

Ultimately, one should follow the guidelines that if the facility is being used as a court ordered out of home placement, or if it is one of multiple placements within an episode, then it needs to be documented on the Out of Home Placement page.

If the facility is being used to provide a service to the child or family (i.e. secure detention or shelter care as part of a sanctions or respite care as part of an in-home safety plan), then it should be documented on the Service page.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Service from the Placement/Services drop-down. Select the appropriate Case and the Case Participant. Click Create. This will open the Service page.



Create Case Work - Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Payment
- Permanency Consult
- Placement/Services: **Service**
- Planning
- Safety
- Safety Services
- Strengths and Needs

Cases

- Adoption, Child (8411513)
- Badger, Bucky B. (8110800)**

Case Participants

- Badger, Bucky B., Reference Person (8453119)**
- Landowski, Brandon, Uncle (9447673)
- Landowski, Brenda L., Grandparent (2015967)
- Landowski, Scott D., Grandparent (8806071)
- Landowski, Stephanie L., Aunt (8293466)

Create Close

100%

3. On the Service tab, enter the appropriate Service Begin Date.
4. Choose the Service Category from the drop down list. You will only see Service Categories that carry a “Service” characteristic. In other words, you will not see Service Categories that are specific to documentation of an Out of Home Placement.

Note: The Service Types are filtered based on the Service Category chosen.

5. Once you have selected the appropriate Service Category then choose from the Service Type drop-down the appropriate service that is being provided.
6. The Service Detail field helps to further categorize and define the service being provided. These values are filtered based on the type of Service Category that is chosen.
7. The screen shot below highlights the area where you would see the costs associated with the service being provided. It is important to note that the service may not be documented as a paid service and therefore no costs would display (as is illustrated below).

Service - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Child

Child: Flintstone, Zeke (9226324) Case Name: Flintstone, Wilma (9222236) Request Number:

Service Provider

Service Information

County: Ashland Service Category: Health Care Inpatient (Service)

Service Begin: 10/05/2012 Service Type: Health Care Inpatient

Service End: 00/00/0000 Service Detail: Hospital

Child Specific Costs: N/A

Current Basic Rate:

Costs > Spending Limit: \$0.00

Current Monthly Payment:

Options: Go Save Close

Done Trusted sites | Protected Mode: Off 100%

8. The Child Specific Rate is a user-entered field only enabled for specific service types. When documenting a Child Specific Rate all other rate fields are grayed out.

Another dynamic change to the page that is specific to a Service Category is the appearance of a KIDS Referral for Voluntary Kinship services. Once you choose “Kinship - Voluntary” the KIDS Referral questions will appear and become required as part of the completion of the page.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser window is titled "Service - Windows Internet Explorer". The application header includes the "eWiSACWIS" logo and navigation links for "TM", "Print", "Spell Check", and "Help". Below the header, the "Child" tab is selected, displaying "Child: Flintstone, Zeke (9226324)", "Case Name: Flintstone, Wilma (9222236)", and "Request Number:". The "Service" tab is also visible. The "Service Information" section contains fields for "County" (Ashland), "Service Begin" (10/05/2012), "Service End" (00/00/0000), "Service Category" (Kinship - Voluntary), "Service Type" (Kinship Care-Voluntary), "Service Detail" (Kinship Care - Voluntary), "Child Specific Costs" (N/A), "Current Basic Rate", "Costs > Spending Limit" (\$0.00), and "Current Monthly Payment". The "KIDS Referral" section, highlighted with a red border, includes a "Referral applies to" dropdown (Both parents), and three questions with radio button responses: "Is this referral in the best interest of the child?" (Yes selected), "Is this service expected to be long term?" (No selected), and "Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?" (No selected). At the bottom, there are "Options" and "Go" buttons, and "Save" and "Close" buttons. The browser status bar at the bottom shows "Done", "Trusted sites", "Protected Mode: Off", and "100%".

9. Click on the Provider tab. In the Provider Information group box, click on the Search hyperlink to go to Provider Search.

Service - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Child
Child: Flintstone, Zeke (9226324) Case Name: Flintstone, Wilma (9222236) Request Number:

Service **Provider**

Provider Information
Name: [Search](#) Contact:
C/O: Opens the Provider Search Page
Street: Apt:
City: State: Zip: Country:
Phone: Ext: Fax: Alt Phone: Alt Ext:
Email:

Payment Information
Parent Agency:
Target Pop: Details
☐ Override Parent Agency rule
Total Clothing Allowance Disbursed:
Split Payment

Kinship Care
Relationship of Child to Kinship Provider:

Options: Go Save Close

Done Trusted sites | Protected Mode: Off 100%

10. Search out the Provider. If you know the provider's ID number, enter this number in the Provider ID field. If you do not know the provider's ID then the search will look for providers that carry the Service Category and Service Types that you identified back on the Service tab.

Select the radio button next to the provider that you wish to use and click the Continue button. When the provider has been selected, the Provider tab will pre-fill with the provider's name and address information.

The screenshot shows a web browser window titled "Search Provider Service -- Webpage Dialog". The browser's address bar shows "eWiSACWIS". The page has a purple header with the "eWiSACWIS" logo and navigation links: "Print", "Spell Check", "ABC", "Help", and a question mark icon.

The main content area is titled "Search Criteria" and contains the following fields:

- Service Category:** Kinship - Voluntary (dropdown menu)
- Service Type:** Kinship Care-Voluntary (dropdown menu)
- Provider ID:** (text input field)
- Provider Name:** rockhead (text input field)
- First Name:** (text input field)
- ☐ **By Availability** (checkbox)
- County:** (dropdown menu)
- Site #:** (text input field)
- ZIP Code:** (text input field)
- Age:** (text input field)
- Gender:** (dropdown menu)
- Parent Agency ID:** (text input field)

Below the search criteria fields is a "Search Precision" slider with markers for "Low", "Med", and "High". The slider is currently set to "Med". A "Search" button is located to the right of the slider.

Below the search precision slider is a "Family/Provider Accepts" section with a play button icon.

Below the "Family/Provider Accepts" section is a "Record 1 to 1 of 1" label.

The "Providers Returned" section shows a single result:

- ☒ Rockhead, Joe (9221522) Open Foster Home Ashland Des: Ashland Supervisor, Test

At the bottom right of the "Providers Returned" section are "Continue" and "Close" buttons.

11. In the Payment Information group box, select the appropriate Target Pop. The Details flair next to the drop down will assist you in identifying the appropriate Target Population should you be unsure of which value to select.

Note: The Target Population is also key in identifying the appropriate fiscal stream should this be a paid service, so it is important that the correct Target Population is identified.

The screenshot shows the eWISACWIS web application interface. The main form is titled "Child" and contains sections for "Provider Information" and "Payment Information". The "Payment Information" section includes a "Target Pop:" dropdown menu, which is currently open, showing a list of target populations. A purple arrow points from the "Details" link next to the dropdown to a "Target Population" pop-up window. This window lists several target populations with their definitions:

- CHIPS - abuse and neglect** - Includes children who are, or are alleged to be, abused and neglected. Child abuse is the physical injury of a child by other than accidental means under s.939.22(14) or sexual intercourse or contact with a child under s.940.225. Child neglect is when a person having temporary or permanent control over a child has neglected, refused, or been unable, for reasons other than poverty, to provide the necessary care, food, clothing, medical and dental care, or shelter so as to seriously endanger the physical health of the child.
- CHIPS - other** - Includes children who are alleged to be, or have been found to be in need of protection and services under some s.48.13 sections. Does not include children who are, or are alleged to be, abused and/or neglected as defined in values 61, 62, or 63. Also does not include children under s.48.13 who are in the Status Offender Category defined in code 69.
- Delinquent** - Includes children alleged to be delinquent and referred to court intake as well as children, ages 10 and over, who have been found to be delinquent by a court.
- JIPS** - status offender - Includes children who are alleged to be, or have been found to be status offenders.
- Voluntary Placement** - Includes Children in an Out-of-Home Placement (of type Foster Home, Treatment Foster Home, or Group Home) where a formal signed agreement between the county, the parent, and the child (if age 12 or older) exists and no court order has been issued. A foster home or treatment foster home placement under a voluntary agreement may not exceed 180 days from the date on which the child was removed from the home under the voluntary agreement. A group home placement under a voluntary agreement may not exceed 15 days from the date on which the child was removed from the home under voluntary agreement.

The main form also includes fields for "Parent Agency: Snaqqletooth Provider Care (9221523)", "Override Parent Agency rule", and "Total Clothing Allowance Disbursed". The "Target Pop:" dropdown is currently set to "CHIPS - Other (NYA - 64)". The "Details" link is located to the right of the dropdown. The "Target Population" pop-up window is titled "Target Population" and contains the definitions for the various target populations.

If there is a name other than the provider's name in the Parent Agency field, than the entire payment will go directly to that provider (the Parent Agency). Selecting the Parent Agency hyperlink will open the Provider in view mode. Checking the Override Parent Agency rule checkbox will have no affect on the delivery of the payment. This checkbox only affects payments with an Administrative Rate.

The screenshot shows the eWiSACWIS web application running in a Windows Internet Explorer browser. The interface includes a header with the application name and navigation links. Below the header, there are tabs for 'Child' and 'Provider'. The 'Provider' tab is active, displaying 'Provider Information' and 'Payment Information' sections. The 'Provider Information' section includes fields for Name, Contact, C/O, Street, City, Phone, Ext, Fax, Email, Apt, State, Zip, and Country. The 'Payment Information' section includes fields for Parent Agency, Target Pop, and a checkbox for 'Override Parent Agency rule'. There is also a 'Kinship Care' section with a dropdown for 'Relationship of Child to Kinship Provider'. At the bottom, there is an 'Options' dropdown menu with a 'Go' button, and a 'Split Payment' button. The status bar at the bottom indicates 'Trusted sites | Protected Mode: Off' and '100%' zoom.

Child
 Child: Flintstone, Zeke (9226324) Case Name: Flintstone, Wilma (9222236) Request Number:

Service **Provider**

Provider Information
 Name: [Joe Rockhead \(9221522\)](#) [Search](#) Contact:
 C/O:
 Street: 1111 South Boom Boom Drive Apt:
 City: Albany State: WI Zip: 53502 Country:
 Phone: (555)555-5555 Ext: Fax: Alt Phone: Alt Ext:
 Email:

Payment Information
 Parent Agency: [Snaggletooth Provider Care \(9221523\)](#)
 Target Pop: CHIPS - Other (NYA - 64) [Details](#)
☐ Override Parent Agency rule
 Total Clothing Allowance Disbursed:

Kinship Care
 Relationship of Child to Kinship Provider:
 Grandchild/Great Grandchild

[Split Payment](#)

Options: [Notices](#)
[Kinship Child Support Notice](#)
[Text](#)
[Text](#)

[Save](#) [Close](#)

Done [Go](#) [Trusted sites](#) | Protected Mode: Off 100%

The Total Clothing Allowance Disbursed field will display the sum of all clothing allowances that have been paid out on behalf of the child during this applicable episode period. The child must be discharged from all placements for at least 120 days before he or she is eligible for another clothing allowance.

If applicable, select the appropriate Relationship of Child to Kinship Provider from the Kinship Care group box. This field is used to identify the relationship of the child to the caretaker.

Note: The Kinship Child Support Notice may be accessed from the Options drop-down. This notice is used to notify Child Support of a child in Kinship Care.

Below is a sample of the Kinship Care Notice.

KINSHIP CARE NOTICE OF ASSIGNMENT FOR CHILD SUPPORT		
I. CHILD IDENTIFYING INFORMATION		
Name – Child Flinstone, Zeke	Birthdate – Child 05/05/2006	Social Security Number – Child [REDACTED]
Home Address – Child (Street, City, State, Zip Code) 111 Clint Black Street Apt 12, Milwaukee, WI 53295		Telephone Number – Child (708)258-1236
II. CARETAKER RELATIVE INFORMATION		
Name Abby, Anna		Birthdate 04/04/2004
Home Address (Street, City, State, Zip Code) 3133 Stratton Way Apt 302, WI 53719-2596		Telephone Number [REDACTED]
Social Security Number [REDACTED]		Caretaker Relationship to Child [REDACTED]
III. PARENTS' INFORMATION		
Name – Mother Flinstone, Wilma		
Birthdate – Mother 04/01/1977	Social Security Number – Mother [REDACTED]	
Home Address – Mother (Street, City, State, Zip Code) 123 Stoneview Rd., Dallas, WI 54733		Telephone Number – Mother [REDACTED]
Name – Father Flinstone, Fred		
Birthdate – Father 05/05/1974	Social Security Number – Father [REDACTED]	
Home Address – Father (Street, City, State, Zip Code) [REDACTED]		Telephone Number – Father [REDACTED]
III. KINSHIP CARE INFORMATION		
Kinship Care Date of Placement: 10/05/2012		
Kinship Care Termination Date: [REDACTED]		
Reason: [REDACTED]		
[REDACTED]		
IV. SIGNATURES		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="margin: 5px 0;">Caitlin M. Cake</div> <div style="margin: 0 0 0 20px;">Name - Worker</div> </div> <div style="text-align: center; width: 150px;"> <div style="border-bottom: 1px solid black; width: 100%; margin: 0 auto;"></div> <div style="margin: 5px 0;">SIGNATURE – Worker</div> </div> <div style="text-align: center; width: 150px;"> <div style="border-bottom: 1px solid black; width: 100%; margin: 0 auto;"></div> <div style="margin: 5px 0;">Date Signed</div> </div> </div>		

12. The Split Payment Expando is used to redirect monies to another provider. Generally this function is only used by Adoptions.

Service - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Child
Child: Flintstone, Zeke (9226324) Case Name: Flintstone, Wilma (9222236) Request Number:

Service **Provider**

City: Albany State: WI Zip: 53502 Country:
Phone: (555)555-5555 Ext: Fax: Alt Phone: Alt Ext:
Email:

Payment Information
Parent Agency: [Snaggletooth Provider Care \(9221523\)](#)
Target Pop: CHIPS - Other (NYA - 64) Details
☐ Override Parent Agency rule
Total Clothing Allowance Disbursed:

Kinship Care
Relationship of Child to Kinship Provider:
Grandchild/Great Grandchild

Split Payment

Split Payment
☐ Check if this is a split payment
Split Provider Name: ID:
Percentage Amount: 0.0000 Fixed Amount: \$0.00
Method: ☒ Fixed ☐ Percent

Options: Go Save Close

Done Trusted sites | Protected Mode: Off 100%

13. Once the Provider tab is complete, return to the Service tab and from the Options drop-down approve your newly documented Service. On the Approval History page, select the Approve radio button and click Continue. On the Service page, click Save.

Service - Windows Internet Explorer

eWiSACWIS TM Print Spell Check RBC Help ?

Child
 Child: Flintstone, Zeke (9226324) Case Name: Flintstone, Wilma (9222236) Request Number:

Service Provider

Service Information

County: Ashland Service Category: Kinship - Voluntary
 Service Begin: 10/05/2012 Service Type: Kinship Care-Voluntary
 Service End: 00/00/0000 Service Detail: Kinship Care - Voluntary

Child Specific Costs: N/A
 Current Basic Rate:
 Costs > Spending Limit: \$0.00
 Current Monthly Payment:

KIDS Referral

Referral applies to: Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No
 Is this service expected to be long term? ☐ Yes ☒ No
 Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options: Save Close

Actions
 Approval
 Text
 Text

Done Trusted sites | Protected Mode: Off 100%

14. The screen shot below illustrates how a Service will display on the outline.

Flintstone, Wilma (9222236) Actions

CPS Family - Initial Assessment 10/06/2009 Supervisor, Test Ashland - Ashland 302 North Stone Brick Rd , Ashland, WI 54806

Access Reports

Agreements and Notices

Assessment

Assets and Income

Assignment

Eligibility

ICWA

Legal

Payment

Placements

Related People

Services

Open Services

Service - Kinship Care-Voluntary
 10/05/2012 Rockhead, Joe Flintstone, Zeke Ashland Approved

Ending a Service:

1. From the desktop, click on the Open Service.

 [Flintstone, Wilma \(9222236 \)](#) [Actions](#)

CPS Family - Initial Assessment 10/06/2009 Supervisor, Test Ashland - Ashland 302 North Stone Brick Rd , Ashland, WI 54806

-  Access Reports
-  Assessment
-  Assets and Income
-  Assignment
-  Eligibility
-  Legal
-  Narrative
-  Payment
-  Placements
-  Planning
-  Related People
-  Services

Open Services

-  [Service - Health Care Inpatient](#)
10/05/2012 AAA Agency Flintstone, Zeke Ashland Approved
-  [Service - Homemaker management mentor](#)
02/01/2010 Rockhead, Joe Flintstone, Zeke Ashland Approved

2. From the open Service, select Service Ending from the Options drop-down and then click Go. This will open the Service Ending page.

Service - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Child: Flintstone, Zeke (9226324) Case Name: Flintstone, Wilma (9222236) Request Number:

Service Provider

Service Information

County: Service Category:

Service Begin: Service Type:

Service End: Service Detail:

Child Specific Costs: N/A

Current Basic Rate:

Costs > Spending Limit:

Current Monthly Payment: \$0.00

Options:

Done

Trusted sites | Protected Mode: Off 100%

- Enter the date the service ended in the End Date field. Select the appropriate End Reason from the End Reason drop-down. Then select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. To approve the service's ending, click Save.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child
 Child: Flintstone, Zeke (9226324) Case: Flintstone, Wilma (9222236)
 Provider: AAA Agency (9221541) Service Begin: 10/05/2012

Service Ending
 End Date: 12/11/2012
 End Reason: Agency Requested Change

Options: Go
 Actions
 Approval
 Text
 Text

Save Close

- Finally, the screen shot below illustrates the closed service. Note the end date and that the service now displays under the “Closed Services” heading.

Flintstone, Wilma (9222236) Actions

CPS Family - Initial Assessment 10/06/2009 Supervisor, Test Ashland - Ashland 302 North Stone Brick Rd , Ashland, WI 54806

- Access Reports
- Assessment
- Assets and Income
- Assignment
- Eligibility
- Legal
- Narrative
- Payment
- Placements
- Planning
- Related People
- Services

Open Services

- Service - Homemaker management mentor**
 02/01/2010 Rockhead, Joe Flintstone, Zeke Ashland Approved

Closed Services

- Service - Health Care Inpatient**
 10/05/2012 12/11/2012 AAA Agency Flintstone, Zeke Ashland Agency Requested Change Closed